

## Administrative Plan -Table of Contents

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### Chapter 1

#### OVERVIEW OF THE PROGRAM AND PLAN

PART I:	THE HOUSING DEPARTMENT .....	1-2
1-I.A.	Overview.....	1-2
1-I.B.	Organization and Structure of the Housing Department .....	1-2
1-I.C.	Housing Department Mission.....	1-2
1-I.D.	The Housing Department Programs .....	1-3
1-I.E.	The Housing Department's Commitment to Ethics and Service.....	1-3
PART II.	THE HOUSING CHOICE VOUCHER (HCV) PROGRAM.....	1-4
1-II.A.	Overview and History of the Program.....	1-4
1-II.B.	HCV Program Basics.....	1-6
1-II.C.	The HCV Partnerships.....	1-6
	The HCV Relationships: .....	1-7
	What does HUD do? .....	1-8
	What does the Housing Department do? .....	1-8
	What does the Owner do? .....	1-9
	What does the Family do? .....	1-10
1-II.D.	Applicable Regulations.....	1-11
PART III.	THE HCV ADMINISTRATIVE PLAN.....	1-12
1-III.A.	Overview and Purpose of The Plan .....	1-12
1-III.B.	Contents of the Plan (24CFR 982.54).....	1-12
	New Approach to Policy Development .....	1-14
1-III.C.	Organization of the Plan .....	1-14
1-III.D.	Updating and Revising the Plan .....	1-14

## Administrative Plan -Table of Contents

### Chapter 2

#### FAIR HOUSING AND EQUAL OPPORTUNITY

PART I:	NONDISCRIMINATION.....	2-1
2-I.A.	Overview.....	2-2
2-I.B.	Nondiscrimination .....	2-3
	Providing Information to Families and Owners .....	2-4
	Discrimination Complaints.....	2-4
PART II:	POLICIES RELATED TO PERSONS WITH DISABILITIES .....	2-5
2-II.A.	Overview.....	2-5
2-II.B.	Definition of Reasonable Accommodation .....	2-6
	Types of Reasonable Accommodations.....	2-6
2-II.C.	Request for an Accommodation .....	2-7
2-II.D.	Verification of Disability .....	2-8
2-II.E.	Approval/Denial of a Requested Accommodation [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act]. .....	2-9
2-II.F.	Program Accessibility for Persons with Hearing or Vision Impairments .....	2-10
2-II.G.	Physical Accessibility.....	2-11
2-II.H.	Denial or Termination of Assistance .....	2-12
PART III:	IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP).....	2-13
2-III.A.	Overview.....	2-13
2-III.B.	Oral Interpretation .....	2-14
2-III.C.	Written Translation.....	2-14
2-III.D.	Implementation Plan.....	2-15
Exhibit 2-1:	Definition of a Person with a Disability under Federal Civil Rights Laws [24 CFR Parts 8.3, and 100.201].....	2-16

## Administrative Plan -Table of Contents

### Chapter 3 ELIGIBILITY

PART I:	DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS.....	3-1
3-I.A.	Overview.....	3-2
3-I.B.	Family and Household [24 CFR 982.201(c), HUD-50058 IB, p. 13] ....	3-2
	Family .....	3-2
	Household .....	3-2
3-I.C.	Family Break-Up and Remaining Member Of Tenant Family.....	3-3
	Family Break-up [24 CFR 982.315] .....	3-3
	Remaining Member of a Tenant Family [24 CFR 5.403] .....	3-3
3-I.D.	Head of Household [24 CFR 5.504(b)] .....	3-4
3-I.E.	Spouse, Co-head, and Other Adult .....	3-4
3-I.F.	Dependent [24 CFR 5.603].....	3-5
	Joint Custody of Dependents .....	3-5
3-I.G.	Full-Time Student [24 CFR 5.603, HVC GB p. 5-29] .....	3-5
3-I.H.	Elderly and Near-Elderly Persons, And Elderly Family [24 CFR 5.100 and 5.403] .....	3-5
	Elderly Persons .....	3-5
	Near-Elderly Persons.....	3-5
	Elderly Family .....	3-5
3-I.I.	Persons with Disabilities And Disabled Family [24 CFR 5.403].....	3-6
	Persons with Disabilities.....	3-6
	Disabled Family.....	3-6
3-I.J.	Guests [24 CFR 5.100] .....	3-6
3-I.K.	Foster Children And Foster Adults.....	3-7
3-I.L.	Absent Family Members.....	3-7
	Definitions of Temporarily and Permanently Absent.....	3-7
	Absent Students .....	3-7
	Absences Due to Placement in Foster Care [24 CFR 5.403].....	3-8
	Absent Head, Spouse, or Cohead .....	3-8
	Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22] .....	3-8
	Return of Permanently Absent Family Members .....	3-8
3-I.M.	Live-In Aide.....	3-9

## Administrative Plan -Table of Contents

PART II:	BASIC ELIGIBILITY CRITERIA.....	3-10
3-II.A.	Income Eligibility and Targeting.....	3-10
	Income Limits.....	3-10
	Types of Low-Income Families [24 CFR 5.603(b)].....	3-10
	Using Income Limits for Eligibility [24 CFR 982.201].....	3-10
	Using Income Limits for Targeting [24 CFR 982.201].....	3-11
3-II.B.	Citizenship or Eligible Immigration Status [24 CFR 5, Subpart E].....	3-12
	Declaration [24 CFR 5.508].....	3-12
	Mixed Families.....	3-13
	Ineligible Families [24 CFR 5.514(d), (e), and (f)].....	3-13
	Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)].....	3-14
3-II.C.	Social Security Numbers [24 CFR 5.216 and 5.218].....	3-14
3-II.D.	Family Consent to Release of Information [24 CFR 5.230, HCV GB, p. 5-13].....	3-15
PART III:	DENIAL OF ASSISTANCE.....	3-16
3-III.A.	Overview.....	3-16
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35].....	3-16
	Prohibited Reasons for Denial of Assistance [24 CFR 982.202(b)].....	3-16
3-III.B.	Mandatory Denial of Assistance [24 CFR 982.553(a)].....	3-17
3-III.C.	Other Permitted Reasons for Denial of Assistance.....	3-18
	Criminal Activity [24 CFR 982.553].....	3-18
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)].....	3-19
3-III.D.	Prohibition against Denial of assistance to Victims of Domestic Violence, Dating Violence, and Stalking.....	3-20
	Definitions.....	3-20
	Notification and Victim Documentation.....	3-21
	Housing Department Confidentiality Requirements.....	3-22
3-III.E.	Screening.....	3-23
	Screening for Eligibility.....	3-23
	Screening for Suitability as a Tenant [24 CFR 982.307].....	3-24
3-III.F.	Criteria for Deciding to Deny Assistance.....	3-25
	Evidence [24 CFR 982.553(c)].....	3-25
	Consideration of Circumstances [24 CFR 982.552(c)(2)].....	3-25
	Removal of a Family Member's Name from the Application [24 CFR 982.552(c)(2)(ii)].....	3-26
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)].....	3-26
3-III.G.	Notice of Eligibility or Denial.....	3-27
	Eligible for Assistance.....	3-27
Exhibit 3-1:	Detailed Definitions Related To Disabilities.....	3-28
	Person with Disabilities [24 CFR 5.403].....	3-28
	Individual with Handicaps [24 CFR 8.3].....	3-30

## Administrative Plan -Table of Contents

### Chapter 4

#### APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART I:	THE APPLICATION PROCESS .....	4-2
4-I.A.	Overview.....	4-2
4-I.B.	Applying For Assistance [HCV GB, pp. 4-11 – 4-16] .....	4-2
4-I.C.	Accessibility of the Application Process .....	4-3
	Elderly and Disabled Populations [24 CFR 8] .....	4-3
	Limited English Proficiency .....	4-3
4-I.D.	Placement on the Waiting List.....	4-4
	Ineligible for Placement on the Waiting List.....	4-4
	Eligible for Placement on the Waiting List .....	4-4
PART II:	MANAGING THE WAITING LIST.....	4-5
4-II.A.	Overview.....	4-5
4-II.B.	Organization of the Waiting List [24 CFR 982.204 and 205] .....	4-5
4-II.C.	Opening and Closing the Waiting List [24 CFR 982.206] .....	4-6
	Closing the Waiting List.....	4-6
	Reopening the Waiting List.....	4-6
4-II.D.	Family Outreach [HCV GB, pp. 4-2 to 4-4].....	4-7
4-II.E.	Reporting Changes in Family Circumstances.....	4-8
4-II.F.	Updating the Waiting List [24 CFR 982.204] .....	4-8
	Purging the Waiting List.....	4-8
	Removal from the Waiting List.....	4-9
PART III:	SELECTION FOR HCV ASSISTANCE .....	4-10
4-III.A.	Overview.....	4-10
4-III.B.	Selection and HCV Funding Sources .....	4-10
	Regular HCV Funding.....	4-10
4-III.C.	Selection Method .....	4-11
	Local Preferences [24 CFR 982.207; HCV p. 4-16] .....	4-11
	Income Targeting Requirement [24 CFR 982.201(b)(2)].....	4-11
	Order of Selection.....	4-12
4-III.D.	Notification of Selection.....	4-13
4-III.E.	The Application Interview .....	4-13
4-III.F.	Completing the Application Process .....	4-15

## Administrative Plan -Table of Contents

---

### Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE

PART I:	BRIEFINGS AND FAMILY OBLIGATIONS .....	5-1
5-I.A.	Overview.....	5-2
5-I.B.	Briefing [24 CFR 982.301].....	5-2
	Notification and Attendance .....	5-2
	Oral Briefing [24 CFR 982.301(a)] .....	5-3
	Briefing Packet [24 CFR 982.301(b)] .....	5-4
	Additional Items to be Included in the Briefing Packet .....	5-5
5-I.C.	Family Obligations .....	5-6
	Time Frames for Reporting Changes Required By Family	
	Obligations.....	5-6
	Family Obligations [24 CFR 982.551] .....	5-6
PART II:	SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-10
5-II.A.	Overview.....	5-10
5-II.B.	Determining Family Unit (Voucher) Size [24 CFR 982.402] .....	5-10
5-II.C.	Exceptions To Subsidy Standards .....	5-12
5-II.D.	Voucher Issuance [24 CFR 982.302].....	5-13
5-II.E.	Voucher Term, Extensions, And Suspensions.....	5-14
	Voucher Term [24 CFR 982.303].....	5-14
	Extensions of Voucher Term [24 CFR 982.303(b)] .....	5-14
	Suspensions of Voucher Term [24 CFR 982.303(c)] .....	5-16
	Expiration of Voucher Term.....	5-16

## Administrative Plan -Table of Contents

### Chapter 6 INCOME AND SUBSIDY DETERMINATIONS [24 CFR Part 5, Subparts E and F; 24 CFR 982]

PART I:	ANNUAL INCOME.....	6-2
6-I.A.	Overview.....	6-2
6-I.B.	Household Composition And Income .....	6-3
	Summary of Income Included and Excluded by Person.....	6-3
	Temporarily Absent Family Members.....	6-4
	Family Members Permanently Confined for Medical Reasons.....	6-5
	Joint Custody of Dependents.....	6-5
	Caretakers for a Child.....	6-6
6-I.C.	Anticipating Annual Income .....	6-7
	Basis of Annual Income Projection .....	6-7
	Using Up-Front Income Verification (UIV) to Project Income .....	6-8
6-I.D.	Earned Income .....	6-9
	Types of Earned Income Included in Annual Income .....	6-9
	Types of Earned Income <u>Not</u> Counted in Annual Income .....	6-9
6-I.E.	Earned Income Disallowance For Persons With Disabilities [24 CFR 5.617] .....	6-13
	Eligibility .....	6-13
	Calculation of the Disallowance .....	6-14
6-I.F.	Business Income [24 CFR 5.609(b)(2)].....	6-15
	Business Expenses .....	6-15
	Business Expansion .....	6-15
	Capital Indebtedness .....	6-15
	Negative Business Income.....	6-16
	Withdrawal of Cash or Assets from a Business.....	6-16
	Co-owned Businesses .....	6-16
6-I.G.	Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)] .....	6-17
	Overview.....	6-17
	General Policies .....	6-17
	Types of Assets.....	6-21
6-I.H.	Periodic Payments .....	6-25
	Periodic Payments <u>Included</u> in Annual Income.....	6-25
	Lump-Sum Payments for the Delayed Start of a Periodic Payment .....	6-25
	Periodic Payments <u>Excluded</u> from Annual Income.....	6-26
6-I.I.	Payments In Lieu Of Earnings.....	6-27
6-I.J.	Welfare Assistance .....	6-28
	Overview.....	6-28
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615] .....	6-28
6-I.K.	Periodic And Determinable Allowances [24 CFR 5.609(b)(7)] .....	6-29
	Alimony and Child Support.....	6-29
	Regular Contributions or Gifts .....	6-29
6-I.L.	Additional Exclusions From Annual Income .....	6-30

## Administrative Plan -Table of Contents

PART II:	ADJUSTED INCOME.....	6-31
6-II.A.	Introduction.....	6-31
	Overview.....	6-31
	Anticipating Expenses .....	6-31
6-II.B.	Dependent Deduction .....	6-32
6-II.C.	Elderly or Disabled Family Deduction .....	6-32
6-II.D.	Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)] .....	6-33
	Definition of <i>Medical Expenses</i> .....	6-33
	Summary of Allowable Medical Expenses from IRS	
	Publication 502 .....	6-33
	Families That Qualify for Both Medical and Disability	
	Assistance Expenses .....	6-34
6-II.E.	Disability Assistance Expenses Deduction [24 CFR 5.603(b) and	
	24 CFR 5.611(a)(3)(ii)] .....	6-35
	Earned Income Limit on the Disability Assistance Expense	
	Deduction.....	6-35
	Eligible Disability Expenses.....	6-36
	Necessary and Reasonable Expenses.....	6-37
	Families That Qualify for Both Medical and Disability	
	Assistance Expenses .....	6-37
6-II.F.	Child Care Expense Deduction.....	6-38
	Clarifying the Meaning of <i>Child</i> for This Deduction .....	6-38
	Qualifying for the Deduction.....	6-38
	Earned Income Limit on Child Care Expense Deduction .....	6-40
	Eligible Child Care Expenses .....	6-41
PART III:	CALCULATING FAMILY SHARE AND Housing Department SUBSIDY .....	6-43
6-III.A.	Overview of Rent And Subsidy Calculations .....	6-43
	TTP Formula [24 CFR 5.628] .....	6-43
	Family Share [24 CFR 982.305(a)(5)].....	6-43
	Housing Department Subsidy [24 CFR 982.505(b)] .....	6-44
	Utility Reimbursement [24 CFR 982.514(b)].....	6-44
6-III.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630] .....	6-45
	Overview.....	6-45
	HUD-Defined Financial Hardship .....	6-45
	Implementation of Hardship Exemption .....	6-47
6-III.C.	Applying Payment Standards [24 CFR 982.505] .....	6-50
	Overview.....	6-50
	Changes in Payment Standards.....	6-50
	Reasonable Accommodation .....	6-51
6-III.D.	Applying Utility Allowances [24 CFR 982.517].....	6-52
	Overview.....	6-52
	Reasonable Accommodation .....	6-52
	Utility Allowance Revisions.....	6-52
6-III.E.	Prorated Assistance for Mixed Families [24 CFR 5.520].....	6-53



## Administrative Plan -Table of Contents

---

Exhibit 6-1: Annual Income Inclusions .....	6-54
HHS Definition of "Assistance" .....	6-55
Exhibit 6-2: Annual Income Exclusions .....	6-57
Exhibit 6-3: Treatment of Family Assets .....	6-60
Exhibit 6-4: Earned Income Disallowance for Persons With Disabilities .....	6-61
Exhibit 6-5: The Effect of Welfare Benefit Reduction .....	6-63

## Administrative Plan -Table of Contents

### Chapter 7

#### VERIFICATION

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230]

PART I.	GENERAL VERIFICATION REQUIREMENTS .....	7-1
7-I.A.	Family Consent to Release of Information [24 CFR 982.516 and 982.551, 24 CFR 5.230] .....	7-1
	Consent Forms .....	7-1
	Penalties for Failing to Consent [24 CFR 5.232] .....	7-2
7-I.B.	Overview of Verification Requirements .....	7-3
	HUD's Verification Hierarchy .....	7-3
	Requirements for Acceptable Documents .....	7-3
	File Documentation .....	7-4
7-I.C.	Up-Front Income Verification (UIV) .....	7-4
	Definition of Substantial Difference .....	7-4
	When No Substantial Difference Exists .....	7-4
	When a Substantial Difference Exists .....	7-4
	Use of HUD's Enterprise Income Verification (EIV) System .....	7-5
7-I.D.	Third-Party Written and Oral Verification .....	7-7
	Reasonable Effort and Timing .....	7-7
	When Third-Party Information is Late .....	7-8
	When Third-Party Verification is Not Required .....	7-8
7-I.E.	Review Of Documents .....	7-10
	Using Review of Documents as Verification .....	7-10
7-I.F.	Self-Certification .....	7-10
PART II.	VERIFYING FAMILY INFORMATION .....	7-11
7-II.A.	Verification of Legal Identity .....	7-11
7-II.B.	Social Security Numbers [24 CFR 5.216 and HCV GB, p. 5-12] .....	7-12
7-II.C.	Documentation of Age .....	7-13
7-II.D.	Family Relationships .....	7-14
	Marriage .....	7-14
	Separation or Divorce .....	7-14
	Absence of Adult Member .....	7-15
	Foster Children and Foster Adults .....	7-15
7-II.E.	Verification of Student Status .....	7-16
7-II.F.	Documentation of Disability .....	7-17
	Family Members Receiving SSA Disability Benefits .....	7-18
	Family Members Not Receiving SSA Disability Benefits .....	7-18
7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508] .....	7-19
	Overview .....	7-19
	U.S. Citizens and Nationals .....	7-19
	Eligible Immigrants .....	7-20
7-II.H.	Verification of Preference Status .....	7-20

## Administrative Plan -Table of Contents

PART III.	VERIFYING INCOME AND ASSETS .....	7-21
7-III.A.	Earned Income .....	7-21
	Tips .....	7-21
7-III.B.	Business and Self Employment Income .....	7-21
7-III.C.	Periodic Payments and Payments In Lieu Of Earnings .....	7-22
	Social Security/SSI Benefits.....	7-22
7-III.D.	Alimony or Child Support .....	7-23
7-III.E.	Assets and Income from Assets.....	7-24
	Assets Disposed of for Less than Fair Market Value .....	7-24
7-III.F.	Net Income from Rental Property.....	7-24
7-III.G.	Retirement Accounts .....	7-25
7-III.H.	Income from Excluded Sources.....	7-25
7-III.I.	Zero Annual Income Status .....	7-25
PART IV.	VERIFYING MANDATORY DEDUCTIONS .....	7-26
7-IV.A.	Dependent and Elderly/Disabled Household Deductions.....	7-26
	Dependent Deduction .....	7-26
	Elderly/Disabled Family Deduction .....	7-26
7-IV.B.	Medical Expense Deduction .....	7-27
	Amount of Expense .....	7-27
	Eligible Household .....	7-28
	Qualified Expenses .....	7-28
	Un-reimbursed Expenses.....	7-28
	Expenses Incurred in Past Years.....	7-28
7-IV.C.	Disability Assistance Expenses .....	7-29
	Amount of Expense .....	7-29
	Family Member is a Person with Disabilities.....	7-30
	Family Member(s) Permitted to Work .....	7-30
	Un-reimbursed Expenses.....	7-30
7-IV.D.	Child Care Expenses.....	7-31
	Eligible Child.....	7-31
	Un-reimbursed Expense.....	7-31
	Pursuing an Eligible Activity .....	7-32
	Allowable Type of Child Care.....	7-33
	Reasonableness of Expenses.....	7-33
Exhibit 7-1:	Excerpt from HUD Verification Guidance Notice (PIH 2004-01, pp. 11-14).....	7-34
Exhibit 7-2:	Summary of Documentation Requirements For Non-citizens [HCV GB, pp. 5-9 and 5-10].....	7-38

## Administrative Plan -Table of Contents

### Chapter 8

#### HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS

[24 CFR 982 Subpart I and 24 CFR 982.507]

PART I:	PHYSICAL STANDARDS .....	8-2
8.I.A.	General HUD Requirements.....	8-2
	HUD Performance and Acceptability Standards .....	8-2
	Tenant Preference Items .....	8-2
	Modifications to Provide Accessibility .....	8-3
8.I.B.	Additional Local Requirements.....	8-4
	Thermal Environment [HCV GB p.10-7] .....	8-4
	Clarifications of HUD Requirements .....	8-5
8.I.C.	Life Threatening Conditions [24 CFR 982.404(a)] .....	8-6
8-I.D.	Owner And Family Responsibilities [24 CFR 982.404] .....	8-7
	Family Responsibilities .....	8-7
	Owner Responsibilities.....	8-7
8-I-E.	Special Requirements For Children With Environmental Intervention Blood Lead Level [24 CFR 35.1225].....	8-8
8-I-F.	Violation Of HQS Space Standards [24 CFR 982.403] .....	8-8
PART II:	THE INSPECTION PROCESS .....	8-9
8-II.A.	Overview [24 CFR 982.405] .....	8-9
	Types of Inspections .....	8-9
	Inspection of Housing Department-owned Units [24 CFR 982.352(b)]8-9	
	Inspection Costs.....	8-9
	Notice and Scheduling.....	8-10
	Attendance at inspections by owner and family .....	8-10
8-II.B.	Initial HQS Inspection [24 CFR 982.401(a)] .....	8-11
	Timing of Initial Inspections .....	8-11
	Inspection Results and Reinspections.....	8-11
	Utilities .....	8-12
	Appliances .....	8-12
8.II.C.	Annual HQS Inspections [24 CFR 982.405(a)].....	8-13
	Scheduling the Inspection.....	8-13
8-II.D.	Special Inspections [HCV GB p. 10-30] .....	8-13
8-II.E.	Quality Control Inspections [24 CFR 982.405(b), HCV GB p. 10-32].....	8-13
8.II.F.	Inspection Results And Reinspections For Units Under HAP Contract.....	8-14
	Notification of Corrective Actions .....	8-14
	Extensions.....	8-15
	Reinspections .....	8-15
8.II.G.	Enforcing Owner Compliance .....	8-16
	HAP Abatement.....	8-16
	HAP Contract Termination.....	8-16
8.II.H.	Enforcing Family Compliance With HQS [24 CFR 982.404(b)].....	8-16

## Administrative Plan -Table of Contents

PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-17
8-III.A.	Overview.....	8-17
	Housing Department-owned Units [24 CFR 982.352(b)] .....	8-17
8-III.B.	When Rent Reasonableness Determinations Are Required.....	8-18
	Owner-initiated Rent Determinations .....	8-18
	Housing Department- and HUD-Initiated Rent Reasonableness Determinations.....	8-18
8-III.C.	How Comparability Is Established .....	8-19
	Factors to Consider .....	8-19
	Units that Must Not be Used as Comparables .....	8-19
	Rents Charged for Other Units on the Premises.....	8-19
8-III.D.	Housing Department Rent Reasonableness Methodology .....	8-20
	How Market Data is Collected .....	8-20
	How Rents are Determined.....	8-20
Exhibit 8-1:	Overview Of HUD Housing Quality Standards.....	8-21
Exhibit 8-2:	Summary Of Tenant Preference Areas Related To Housing Quality .....	8-24

## Chapter 9 GENERAL LEASING POLICIES

9-I.A.	Tenant Screening .....	9-2
9-I.B.	Requesting Tenancy Approval [Form HUD-52517] .....	9-3
9-I.C.	Owner Participation.....	9-4
9-I.D.	Eligible Units .....	9-5
	Ineligible Units [24 CFR 982.352(a)].....	9-5
	Housing Department-Owned Units [24 CFR 982.352(b)] .....	9-5
	Special Housing Types [24 CFR 982 Subpart M] .....	9-5
	Duplicative Assistance [24 CFR 982.352(c)].....	9-6
	Housing Quality Standards (HQS) [24 CFR 982.305 and 24 CFR 982.401] .....	9-6
	Unit Size .....	9-7
	Rent Reasonableness [24 CFR 982.305 and 24 CFR 982.507] .....	9-7
	Rent Burden [24 CFR 982.508].....	9-7
9-I.E.	Lease And Tenancy Addendum.....	9-8
	Lease Form and Tenancy Addendum [24 CFR 982.308].....	9-8
	Lease Information [24 CFR 982.308(d)] .....	9-8
	Term of Assisted Tenancy .....	9-9
	Security Deposit [24 CFR 982.313 (a) and (b)] .....	9-9
	Separate Non-Lease Agreements between Owner and Tenant.....	9-10
	Housing Department Review of Lease .....	9-11
9-I.F.	Tenancy Approval [24 CFR 982.305] .....	9-12
9-I.G.	HAP Contract Execution [24 CFR 982.305] .....	9-13
9-I.H.	Changes In Lease Or Rent [24 CFR 982.308].....	9-14

## Administrative Plan -Table of Contents

---

### Chapter 10

#### MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

PART I.	MOVING WITH CONTINUED ASSISTANCE .....	10-1
10-I.A.	Allowable Moves .....	10-1
10-I.B.	Restrictions On Moves .....	10-3
	Denial of Moves .....	10-3
	Restrictions on Elective Moves [24 CFR 982.314(c)] .....	10-4
10-I.C.	Moving Process .....	10-5
	Notification .....	10-5
	Approval .....	10-5
	Reexamination of Family Income and Composition .....	10-5
	Voucher Issuance and Briefing .....	10-5
	Housing Assistance Payments [24 CFR 982.311(d)] .....	10-6
PART II:	PORTABILITY .....	10-7
10-II.A.	Overview .....	10-7
10-II.B.	Initial Housing Department Role .....	10-8
	Allowable Moves under Portability .....	10-8
	Determining Income Eligibility .....	10-9
	Reexamination of Family Income and Composition .....	10-9
	Briefing .....	10-9
	Voucher Issuance and Term .....	10-10
	Voucher Extensions and Expiration .....	10-10
	Initial Contact with the Receiving Housing Department .....	10-11
	Sending Documentation to the Receiving Housing Department ..	10-11
	Initial Billing Deadline [Notice PIH 2004-12] .....	10-12
	Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2004-12] .....	10-12
	Annual Updates of Form HUD-50058 .....	10-13
	Subsequent Family Moves .....	10-13
	Denial or Termination of Assistance [24 CFR 982.355(c)(9)] .....	10-13
10-II.C.	Receiving Housing Department Role .....	10-14
	Initial Contact with Family .....	10-14
	Briefing .....	10-15
	Income Eligibility and Reexamination .....	10-15
	Voucher Issuance .....	10-16
	Notifying the Initial Housing Department .....	10-17
	Administering a Portable Family's Voucher .....	10-17
	Absorbing a Portable Family .....	10-20

## Administrative Plan -Table of Contents

---

### Chapter 11 REEXAMINATIONS

PART I:	ANNUAL REEXAMINATIONS [24 CFR 982.516].....	11-1
	11-I.A. Overview.....	11-1
	11-I.B. Scheduling Annual Reexaminations.....	11-2
	Notification of and Participation in the Annual Reexamination Process .....	11-2
	11-I.C. Conducting Annual Reexaminations .....	11-3
	11-I.D. Effective Dates.....	11-4
PART II:	INTERIM REEXAMINATIONS [24 CFR 982.516].....	11-5
	11-II.A. Overview.....	11-5
	11-II.B. Changes In Family And Household Composition.....	11-5
	New Family Members <u>Not</u> Requiring Approval .....	11-5
	New Family and Household Members Requiring Approval .....	11-6
	Departure of a Family or Household Member.....	11-7
	11-II.C. Changes Affecting Income Or Expenses .....	11-8
	Housing Department-Initiated Interim Reexaminations.....	11-8
	Family-Initiated Interim Reexaminations.....	11-9
	11-II.D. Processing The Interim Reexamination.....	11-10
	Method of Reporting.....	11-10
	Effective Dates.....	11-10
PART III:	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT .....	11-11
	11-III.A. Overview.....	11-11
	11-III.B. Changes In Payment Standards And Utility Allowances .....	11-11
	Payment Standards [24 CFR 982.505] .....	11-11
	Subsidy Standards [24 CFR 982.505(c)(4)] .....	11-12
	Utility Allowances [24 CFR 982.517(d)] .....	11-12
	11-III.C. Notification Of New Family Share And HAP Amount.....	11-12
	11-III.D. Discrepancies.....	11-13

## Administrative Plan -Table of Contents

---

### Chapter 12

#### TERMINATION OF ASSISTANCE AND TENANCY

PART I:	GROUND FORS TERMINATION OF ASSISTANCE .....	12-1
12-I.A.	Overview.....	12-1
12-I.B.	Family No Longer Requires Assistance [24 CFR 982.455].....	12-1
12-I.C.	Family Chooses To Terminate Assistance .....	12-2
12-I.D.	Mandatory Termination Of Assistance.....	12-2
	Eviction [24 CFR 982.552(b)(2)] .....	12-2
	Failure to Provide Consent [24 CFR 982.552(b)(3)].....	12-2
	Failure to Document Citizenship [24 CFR 982.552(b)(4) and [24 CFR 5.514(c)].....	12-3
	Failure to Provide Social Security Documentation [24 CFR 5.218(c)].....	12-3
	Methamphetamine Manufacture or Production [24 CFR 983.553(b)(1)(ii)] .....	12-3
12-I.E.	Mandatory Policies And Other Authorized Terminations.....	12-3
	Mandatory Policies [24 CFR 982.553(b) and 982.551(l)].....	12-3
	Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c)].....	12-5
PART II:	APPROACH TO TERMINATION OF ASSISTANCE.....	12-7
12-II.A.	Overview.....	12-7
12-II.B.	Method Of Termination [24 CFR 982.552(a)(3)].....	12-7
12-II.C.	Alternatives To Termination Of Assistance .....	12-7
	Change in Household Composition.....	12-7
	Repayment of Family Debts .....	12-7
12-II.D.	Criteria For Deciding To Terminate Assistance.....	12-8
	Evidence .....	12-8
	Consideration of Circumstances [24 CFR 982.552(c)(2)(i)] .....	12-8
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] .....	12-9
12-II.E.	Termination Notice [HCV GB, p. 15-7] .....	12-9
	Notice of Termination Based on Citizenship Status [24 CFR 5.514 (c) and (d)] .....	12-10
12-II.F.	How Termination Of Assistance Affects The HAP Contract And Lease .....	12-10



## Administrative Plan -Table of Contents

PART III:	TERMINATION OF TENANCY BY THE OWNER.....	12-11
12-III.A.	Overview.....	12-11
12-III.B.	Grounds For Owner Termination Of Tenancy [24 CFR 982.310 and Form HUD-52641-A, Tenancy Addendum].....	12-11
	Serious or Repeated Lease Violations .....	12-11
	Violation of Federal, State, or Local Law .....	12-11
	Criminal Activity or Alcohol Abuse.....	12-11
	Other Good Cause.....	12-12
12-III.C.	Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A, Tenancy Addendum] .....	12-13
12-III.D.	Deciding Whether To Terminate Tenancy [24 CFR 982.310(h)] .....	12-14
12-III.E.	Effect Of Termination Of Tenancy On The Family's Assistance .....	12-14
Exhibit 12-1:	Statement Of Family Obligations.....	12-15

### Chapter 13 OWNERS

PART I.	OWNERS IN THE HCV PROGRAM .....	13-3
13-I.A.	Owner Recruitment And Retention [HCV GB, pp. 2-4 to 2-6].....	13-3
	Recruitment.....	13-3
	Retention.....	13-4
13-I.B.	Basic HCV Program Requirements .....	13-5
13-I.C.	Owner Responsibilities [24 CFR 982.452].....	13-7
13-I.D.	Owner Qualifications.....	13-8
	Owners Barred from Participation [24 CFR 982.306(a) and (b)]... ..	13-8
	Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2] .....	13-8
	Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19] .....	13-8
	Owner Actions That May Result in Disapproval of a Tenancy Request [24 CFR 982.306(c)].....	13-10
	Legal Ownership of Unit .....	13-11
13-I.E.	Non-Discrimination [HAP Contract – Form HUD-52641] .....	13-11
PART II.	HAP CONTRACTS.....	13-13
13-II.A.	Overview.....	13-13
13-II.B.	HAP Contract Contents .....	13-14
13-II.C.	HAP Contract Payments .....	13-16
	General.....	13-16
	Owner Certification of Compliance.....	13-16
	Late HAP Payments [24 CFR 982.451(a)(5)] .....	13-17
	Termination of HAP Payments [24 CFR 982.311(b)].....	13-17
13-II.D.	Breach Of HAP Contract [24 CFR 982.453].....	13-18
13-II.E.	HAP Contract Term And Terminations.....	13-19
13-II.F.	Change In Ownership / Assignment Of The HAP Contract [HUD-52641].....	13-21

## Administrative Plan -Table of Contents

---

### Chapter 14 PROGRAM INTEGRITY

PART I:	PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE .....	14-3
14-I.A.	Preventing Errors And Program Abuse .....	14-3
14-I.B.	Detecting Errors And Program Abuse .....	14-4
	Quality Control and Analysis of Data .....	14-4
	Independent Audits and HUD Monitoring .....	14-4
	Individual Reporting of Possible Errors and Program Abuse .....	14-4
14-I.C.	Investigating Errors And Program Abuse.....	14-5
	When the Housing Department Will Investigate.....	14-5
	Consent to Release of Information [24 CFR 982.516] .....	14-5
	Analysis and Findings.....	14-5
	Consideration of Remedies.....	14-6
	Notice and Appeals.....	14-6
PART II:	CORRECTIVE MEASURES AND PENALTIES .....	14-7
14-II.A.	Subsidy Under- Or Overpayments.....	14-7
	Corrections.....	14-7
	Reimbursement.....	14-7
14-II.B.	Family-Caused Errors And Program Abuse .....	14-8
	Family Reimbursement to Housing Department [HCV GB pp. 22-12 to 22-13].....	14-8
	Housing Department Reimbursement to Family [HCV GB p. 22-12].....	14-8
	Prohibited Actions .....	14-9
	Penalties for Program Abuse .....	14-9
14-II.C.	Owner-Caused Error Or Program Abuse.....	14-10
	Owner Reimbursement to the Housing Department.....	14-10
	Prohibited Owner Actions .....	14-10
	Remedies and Penalties .....	14-11
14-II.D.	Housing Department-Caused Errors Or Program Abuse.....	14-12
	Repayment to the Housing Department.....	14-12
	Housing Department Reimbursement to Family or Owner .....	14-12
	Prohibited Activities .....	14-12
14-II.E.	Criminal Prosecution .....	14-13
14-II.F.	Fraud And Program Abuse Recoveries .....	14-14

## Administrative Plan -Table of Contents

### Chapter 15 SPECIAL HOUSING TYPES [24 CFR 982 Subpart M]

PART I.	SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605] .....	15-3
	15-I.A. Overview.....	15-3
	15-I.B. Payment Standard, Utility Allowance, And HAP Calculation .....	15-3
	15-I.C. Housing Quality Standards (HQS) .....	15-3
PART II.	CONGREGATE HOUSING [24 CFR 982.606 through 982.609].....	15-5
	15-II.A. Overview.....	15-5
	15-II.B. Payment Standard, Utility Allowance, And HAP Calculation .....	15-6
	15-II.C. Housing Quality Standards .....	15-6
PART III.	GROUP HOME [24 CFR 982.610 through 982.614 and HCV GB p. 7-4] .....	15-7
	15-III.A. Overview.....	15-7
	15-III.B. Payment Standard, Utility Allowance, And HAP Calculation .....	15-7
	15-III.C. Housing Quality Standards .....	15-8
PART IV.	SHARED HOUSING [24 CFR 982.615 through 982.618].....	15-9
	15-IV.I. Overview.....	15-9
	15-IV.B. Payment Standard, Utility Allowance And HAP Calculation .....	15-9
	15-IV.C. Housing Quality Standards .....	15-10
PART V.	COOPERATIVE HOUSING [24 CFR 982.619].....	15-11
	15-V.A. Overview.....	15-11
	15-V.B. Payment Standard, Utility Allowance And HAP Calculation .....	15-11
	15-V.C. Housing Quality Standards .....	15-11
PART VI.	MANUFACTURED HOMES [24 CFR 982.620 through 982.624] .....	15-13
	15-VI.A. Overview.....	15-13
	15-VI.B. Special Policies For Manufactured Home Owners	
	Who Lease A Space.....	15-13
	Family Income .....	15-13
	Lease and HAP Contract .....	15-13
	15-VI.C. Payment Standard, Utility Allowance And HAP Calculation .....	15-14
	Payment Standards.....	15-14
	Utility Allowance.....	15-14
	Space Rent .....	15-14
	Housing Assistance Payment.....	15-14
	Rent Reasonableness .....	15-14
	15-VI.D. Housing Quality Standards .....	15-15
PART VII.	HOMES OWNERSHIP [24 CFR 982.625 through 982.643].....	15-17
	15-VII.A. Overview [24 CFR 982.625] .....	15-17
	15-VII.B. Family Eligibility [24 CFR 982.627].....	15-18
	15-VII.C. Selection Of Families [24 CFR 982.626] .....	15-19
	15-VII.D. Eligible Units [24 CFR 982.628].....	15-19
	15-VII.E. Additional Housing Department Requirements For Search And Purchase [24 CFR 982.629] .....	15-20

## Administrative Plan -Table of Contents

---

15-VII.F. Homeownership Counseling [24 CFR 982.630] .....	15-21
15-VII.G. Home Inspections, Contract Of Sale, And Housing Department Disapproval Of Seller [24 CFR 982.631] .....	15-22
Home Inspections .....	15-22
Contract of Sale .....	15-22
Disapproval of a Seller .....	15-22
15-VII.H. Financing [24 CFR 982.632] .....	15-23
15-VII.I. Continued Assistance Requirements; Family Obligations [24 CFR 982.633] .....	15-23
15-VII.J. Maximum Term Of Homeowner Assistance [24 CFR 982.634] .....	15-24
15-VII.K. Homeownership Assistance Payments And Homeownership Expenses [24 CFR 982.635] .....	15-24
15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553] .....	15-26
15-VII.M. Moving With Continued Assistance [24 CFR 982.637] .....	15-26
15-VII.N. Denial Or Termination Of Assistance [24 CFR 982.638] .....	15-27

## Administrative Plan -Table of Contents

### CHAPTER 16 PROGRAM ADMINISTRATION

PART I:	ADMINISTRATIVE FEE RESERVE [24 CFR 982.155] .....	16-3
PART II:	SETTING PROGRAM STANDARDS AND SCHEDULES .....	16-5
	16-II.A. Overview.....	16-5
	16-II.B. Payment Standards [24 CFR 982.503; HCV GB, Chapter 7].....	16-5
	Updating Payment Standards.....	16-6
	Exception Payment Standards [982.503(c)] .....	16-7
	Unit-by-Unit Exceptions [24 CFR 982.503(c)(2)(ii)] .....	16-7
	"Success Rate" Payment Standard Amounts [24 CFR 982.503(e)].....	16-8
	Decreases in the Payment Standard Below the Basic Range [24 CFR 982.503(d)] .....	16-8
	16-II.C. Utility Allowances [24 CFR 982.517].....	16-9
	Air Conditioning.....	16-9
	Reasonable Accommodation .....	16-9
	Utility Allowance Revisions.....	16-9
PART III:	INFORMAL REVIEWS AND HEARINGS .....	16-11
	16-III.A. Overview.....	16-11
	16-III.B. Informal Reviews.....	16-11
	Decisions Subject to Informal Review .....	16-11
	Notice to the Applicant [24 CFR 982.554(a)] .....	16-12
	Scheduling an Informal Review .....	16-12
	Informal Review Procedures [24 CFR 982.554(b)] .....	16-12
	Informal Review Decision [24 CFR 982.554(b)] .....	16-13
	16-III.C. Informal Hearings For Participants [24 CFR 982.555] .....	16-14
	Decisions Subject to Informal Hearing.....	16-14
	Informal Hearing Procedures.....	16-16
	16-III.D. Hearing And Appeal Provisions For Non-Citizens [24 CFR 5.514] .....	16-23
	Notice of Denial or Termination of Assistance [24 CFR 5.514(d)] .....	16-23
	USCIS Appeal Process [24 CFR 5.514(e)].....	16-24
	Informal Hearing Procedures for Applicants [24 CFR 5.514(f)] .....	16-24
	Informal Hearing Procedures for Residents [24 CFR 5.514(f)] .....	16-26
	Retention of Documents [24 CFR 5.514(h)] .....	16-26

## Administrative Plan -Table of Contents

PART IV:	OWNER OR FAMILY DEBTS TO THE Housing Department.....	16-27
	16-IV.A. Overview.....	16-27
	16-IV.B. Repayment Policy.....	16-28
	Owner Debts to the Housing Department.....	16-28
	Family Debts to the Housing Department .....	16-28
	Repayment Agreement [24 CFR 792.103] .....	16-28
	Repayment Agreement Guidelines .....	16-28
PART V:	MANAGEMENT ASSESSMENT (SEMAP) .....	16-31
	16-V.A. Overview.....	16-31
	16-V.B. SEMAP Certification [24 CFR 985.101].....	16-32
	HUD Verification Method.....	16-32
	16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648] .....	16-33
	SEMAP Indicators Chart .....	16-33
PART VI:	RECORD KEEPING .....	16-37
	16-VI.A. Overview.....	16-37
	16-VI.B. Record Retention [24 CFR 982.158].....	16-37
	16-VI.C. Records Management .....	16-38
	Privacy Act Requirements [24 CFR 5.212 and Form-9886] .....	16-38
	Upfront Income Verification (UIV) Records .....	16-38
	Criminal Records.....	16-39
	Medical/Disability Records .....	16-39
PART VII:	REPORTING AND RECORD KEEPING FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL.....	16-41
	16-VII.A. Overview.....	16-41
	16-VII.B. Reporting Requirement [24 CFR 35.1225(e)].....	16-41
	16-VII.C. Data Collection And Record Keeping [24 CFR 35.1225(f)] .....	16-41
PART VIII:	DETERMINATION OF INSUFFICIENT FUNDING .....	16-43
	16-VIII.A. Overview.....	16-43
	16-VIII.B. Methodology.....	16-43

## Chapter 17

### CONDUCTING BUSINESS IN ACCORDANCE WITH CORE VALUES AND ETHICAL STANDARDS ADDENDUM

17-I.A.	Conflict of Interest.....	17-1
17-II.A.	Board of Sumter County Commissioner Employee Manual 7.030 .....	17-2
17-I.B.	Code of Ethics – BOCC Employee Manual 7.020 .....	17-3
17-I.C.	Administrative and Disciplinary Remedies for Violations.....	17-3

## GLOSSARY

## GLOSSARY

### A. ACRONYMS USED IN SUBSIDIZED HOUSING

AAF	Annual adjustment factor (published by HUD in the Federal Register and used to compute annual rent adjustments)
ACC	Annual contributions contract
ADA	Americans with Disabilities Act of 1990
BR	Bedroom
CDBG	Community Development Block Grant (Program)
CFR	Code of Federal Regulations (published federal rules that define and implement laws; commonly referred to as "the regulations")
CPI	Consumer price index (published monthly by the Department of Labor as an inflation indicator)
FDIC	Federal Deposit Insurance Corporation
FHA	Federal Housing Administration
FICA	Federal Insurance Contributions Act (established Social Security taxes)
FMR	Fair market rent
FR	Federal Register
FSS	Family Self-Sufficiency (Program)
FY	Fiscal year
FYE	Fiscal year end
GAO	Government Accountability Office
GR	Gross rent
HAP	Housing assistance payment
HCV	Housing choice voucher
HQS	Housing quality standards.
HUD	Department of Housing and Urban Development
HUDCLIPS	HUD Client Information and Policy System
IG	(HUD Office of) Inspector General
IPA	Independent public accountant
IRA	Individual Retirement Account
IRS	Internal Revenue Service
JTPA	Job Training Partnership Act
LBP	Lead-based paint

<b>MSA</b>	Metropolitan statistical area (established by the U.S. Census Bureau)
<b>MTCS</b>	Multi-family Tenant Characteristics System (now the Form HUD-50058 submodule of the PIC system)
<b>NOFA</b>	Notice of funding availability
<b>OMB</b>	Office of Management and Budget
<b>PASS</b>	Plan for Achieving Self-Support
<b>Housing Department</b>	Public housing agency
<b>PHRA</b>	Public Housing Reform Act of 1998 (also known as the Quality Housing and Work Responsibility Act)
<b>PIC</b>	PIH Information Center
<b>PIH</b>	(HUD Office of) Public and Indian Housing
<b>PS</b>	Payment standard
<b>QC</b>	Quality control
<b>QHWRA</b>	Quality Housing and Work Responsibility Act of 1998 (also known as the Public Housing Reform Act)
<b>REAC</b>	(HUD) Real Estate Assessment Center
<b>RFP</b>	Request for proposals
<b>RFTA</b>	Request for tenancy approval
<b>RIGI</b>	Regional inspector general for investigation (handles fraud and program abuse matters for HUD at the regional office level)
<b>SEMAP</b>	Section 8 Management Assessment Program
<b>SRO</b>	Single room occupancy
<b>SSA</b>	Social Security Administration
<b>SSI</b>	Supplemental security income
<b>TANF</b>	Temporary assistance for needy families
<b>TR</b>	Tenant rent
<b>TTP</b>	Total tenant payment
<b>UA</b>	Utility allowance
<b>URP</b>	Utility reimbursement payment
<b>VAWA</b>	Violence Against Women Reauthorization Act of 2005



## **B. GLOSSARY OF TERMS IN SUBSIDIZED HOUSING**

***Absorption.*** In portability (under subpart H of this part 982): the point at which a receiving Housing Department stops billing the initial Housing Department for assistance on behalf of a portability family. The receiving Housing Department uses funds available under the receiving Housing Department consolidated ACC.

***Accessible.*** The facility or portion of the facility can be approached, entered, and used by individuals with physical handicaps.

***Adjusted Income.*** Annual income, less allowable HUD deductions.

***Adjusted Annual Income.*** Same as Adjusted Income.

***Administrative fee.*** Fee paid by HUD to the Housing Department for administration of the program. See §982.152.

***Administrative fee reserve*** (formerly "operating reserve"). Account established by Housing Department from excess administrative fee income. The administrative fee reserve must be used for housing purposes. See §982.155. Administrative fee reserves from FY 2004 and 2005 funding are further restricted to activities related to the provision of tenant-based rental assistance authorized under Section 8.

***Administrative plan.*** The plan that describes Housing Department policies for administration of the tenant-based programs. The Administrative Plan and any revisions must be approved by the Housing Department's board and included as a supporting document to the Housing Department Plan. See §982.54.

***Admission.*** The point when the family becomes a participant in the program. The date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program.

***Amortization payment.*** In a manufactured home space rental: The monthly debt service payment by the family to amortize the purchase price of the manufactured home.

***Annual contributions contract (ACC).*** The written contract between HUD and a Housing Department under which HUD agrees to provide funding for a program under the 1937 Act, and the Housing Department agrees to comply with HUD requirements for the program.

***Annual Income.*** The anticipated total income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulations.

***Applicant (applicant family).*** A family that has applied for admission to a program but is not yet a participant in the program.

***Area Exception Rent.*** An amount that exceeds the published FMR. See §982.504(b).

***"As-paid" States.*** States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.

***Assets.*** (See Net Family Assets.)

**Auxiliary aids.** Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities receiving Federal financial assistance.

**Budget authority.** An amount authorized and appropriated by the Congress for payment to HAs under the program. For each funding increment in a Housing Department program, budget authority is the maximum amount that may be paid by HUD to the Housing Department over the ACC term of the funding increment.

**Child.** A member of the family other than the family head or spouse who is under 18 years of age.

**Child care expenses.** Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

**Citizen.** A citizen or national of the United States.

**Co-head.** An individual in the household who is equally responsible for the lease with the head of household. A family may have a co-head or spouse but not both. A co-head never qualifies as a dependent. The co-head must have legal capacity to enter into a lease.

**Common space.** In shared housing: Space available for use by the assisted family and other occupants of the unit.

**Computer match.** The automated comparison of data bases containing records about individuals.

**Confirmatory review.** An on-site review performed by HUD to verify the management performance of a Housing Department.

**Consent form.** Any consent form approved by HUD to be signed by assistance applicants and participants to obtain income information from employers and SWICAs; return information from the Social Security Administration (including wages, net earnings from self-employment, and retirement income); and return information for unearned income from the IRS. Consent forms expire after a certain time and may authorize the collection of other information to determine eligibility or level of benefits.

**Congregate housing.** Housing for elderly persons or persons with disabilities that meets the HQS for congregate housing. A special housing type: see §982.606 to §982.609.

**Contiguous MSA.** In portability (under subpart H of part 982): An MSA that shares a common boundary with the MSA in which the jurisdiction of the initial Housing Department is located.

**Continuously assisted.** An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

**Contract.** (See Housing Assistance Payments Contract.)

**Contract authority.** The maximum annual payment by HUD to a Housing Department for a funding increment.

**Cooperative** (term includes mutual housing). Housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. A special housing type: see §982.619.

**Covered families.** Statutory term for families who are required to participate in a welfare agency economic self-sufficiency program and who may be subject to a welfare benefit sanction for noncompliance with this obligation. Includes families who receive welfare assistance or other public assistance under a program for which Federal, State or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for the assistance.

**Dependent.** A member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.

**Disability assistance expenses.** Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

**Disabled family.** A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

**Disabled person.** See Person with Disabilities.

**Displaced family.** A family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

**Domicile.** The legal residence of the household head or spouse as determined in accordance with State and local law.

**Drug-related criminal activity.** As defined in 42 U.S.C. 1437f(f)(5).

**Drug-trafficking.** The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

**Economic Self-Sufficiency Program.** Any program designed to encourage, assist, train or facilitate the economic independence of assisted families, or to provide work for such families. Can include job training, employment counseling, work placement, basic skills training, education, English proficiency, Workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as treatment for drug abuse or mental health treatment). Includes any work activities as defined in the Social Security Act (42 U.S.C. 607(d)). Also see §5.603(c).

**Elderly family.** A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

**Elderly Person.** An individual who is at least 62 years of age.

**Eligible Family (Family).** A family that is income eligible and meets the other requirements of the Act and Part 5 of 24 CFR.

**Employer Identification Number (EIN).** The nine-digit taxpayer identifying number that is assigned to an individual, trust, estate, partnership, association, company, or corporation.

**Evidence of citizenship or eligible status.** The documents which must be submitted to evidence citizenship or eligible immigration status. (See §5.508(b).)

**Extremely Low Income Family.** A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 30 percent of median income if HUD finds such variations are necessary due to unusually high or low family incomes. (CFR 5.603)

**Facility.** All or any portion of buildings, structures, equipment, roads, walks, parking lots, rolling stock or other real or personal property or interest in the property.

**Fair Housing Act** means title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988

**Fair market rent (FMR).** The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. See periodic publications in the Federal Register in accordance with 24 CFR part 888.

**Family.** Includes but is not limited to the following, and can be further defined in Housing Department policy.

- A family with or without children (the temporary absence of a child from the home due to placement in foster care is not considered in determining family composition and family size)
- An elderly family or a near-elderly family
- A displaced family
- The remaining member of a tenant family
- A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

**Family rent to owner.** In the voucher program, the portion of rent to owner paid by the family.

**Family self-sufficiency program (FSS program).** The program established by a Housing Department in accordance with 24 CFR part 984 to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).

**Family share.** The portion of rent and utilities paid by the family. For calculation of family share, see §982.515(a).

**Family unit size.** The appropriate number of bedrooms for a family, as determined by the Housing Department under the Housing Department subsidy standards.

**Federal agency.** A department of the executive branch of the Federal Government.

**Foster Child Care Payment.** Payment to eligible households by state, local, or private agencies appointed by the State, to administer payments for the care of foster children.

**Full-time Student.** A person who is attending school or vocational training on a full-time basis (carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended). (CFR 5.603)

**Funding increment.** Each commitment of budget authority by HUD to a Housing Department under the consolidated annual contributions contract for the Housing Department program.

**Gross rent.** The sum of the rent to owner plus any utility allowance.

**Group home.** A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide). A special housing type: see §982.610 to §982.614.

**Handicap.** Any condition or characteristic that renders a person an individual with handicaps. See 24CFR 8.3.

**Handicap Assistance Expense.** See "Disability Assistance Expense."

**HAP contract.** Housing assistance payments contract. (Contract). A written contract between the Housing Department and an owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family.

**Head of household.** The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

**Housing assistance payment.** The monthly assistance payment by a Housing Department, which includes: (1) A payment to the owner for rent to the owner under the family's lease; and (2) An additional payment to the family if the total assistance payment exceeds the rent to owner.

**Housing agency (HA).** A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. ("Housing Department" and "HA" mean the same thing.)

**Housing Quality Standards.** The HUD minimum quality standards for housing assisted under the voucher program.

**HUD.** The Department of Housing and Urban Development.

**Imputed Asset.** Asset disposed of for less than Fair Market Value during two years preceding examination or reexamination.

**Imputed Income.** HUD passbook rate multiplied by the total cash value of assets. Calculation used when net family assets exceed \$5,000.

**Imputed welfare income.** An amount of annual income that is not actually received by a family as a result of a specified welfare benefit reduction, but is included in the family's annual income and therefore reflected in the family's rental contribution.

**Income.** Income from all sources of each member of the household, as determined in accordance with criteria established by HUD.

**Income For Eligibility.** Annual Income.

**Income information** means information relating to an individual's income, including:

- All employment income information known to current or previous employers or other income sources
- All information about wages, as defined in the State's unemployment compensation law, including any Social Security Number; name of the employee; quarterly wages of the employee; and the name, full address, telephone number, and, when known, Employer Identification Number of an employer reporting wages under a State unemployment compensation law
- Whether an individual is receiving, has received, or has applied for unemployment compensation, and the amount and the period received
- Unearned IRS income and self-employment, wages and retirement income
- Wage, social security, and supplemental security income data obtained from the Social Security Administration.

**Individual with handicaps.** Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

**Initial Housing Department.** In portability, the term refers to both: (1) A Housing Department that originally selected a family that later decides to move out of the jurisdiction of the selecting Housing Department; and (2) A Housing Department that absorbed a family that later decides to move out of the jurisdiction of the absorbing Housing Department.

**Initial payment standard.** The payment standard at the beginning of the HAP contract term.

**Initial rent to owner.** The rent to owner at the beginning of the HAP contract term.

**Jurisdiction.** The area in which the Housing Department has authority under State and local law to administer the program.

**Landlord.** Either the owner of the property or his/her representative or the managing agent or his/her representative, as shall be designated by the owner.

**Lease.** A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the Housing Department.

**Live-in aide.** A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- Is determined to be essential to the care and well-being of the persons;
- Is not obligated for the support of the persons; and
- Would not be living in the unit except to provide the necessary supportive services.

**Local Preference.** A preference used by the Housing Department to select among applicant families.

**Low Income Family.** A family whose income does not exceed 80% of the median income for the area as determined by HUD with adjustments for smaller or larger families, except that HUD may establish income limits higher or lower than 80% for areas with unusually high or low incomes.

**Manufactured home.** A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS. A special housing type: see §982.620 and §982.621.

**Manufactured home space.** In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. See §982.622 to §982.624.

**Medical expenses.** Medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance. (A deduction for elderly or disabled families only.) These allowances are given when calculating adjusted income for medical expenses in excess of 3% of annual income.

**Merger Date.** October 1, 1999.

**Minor.** A member of the family household other than the family head or spouse, who is under 18 years of age.

**Mixed family.** A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

**Monthly adjusted income.** One twelfth of adjusted income.

**Monthly income.** One twelfth of annual income.

**Mutual housing.** Included in the definition of "cooperative."

**National.** A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

**Near-elderly family.** A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

**Net family assets.** (1) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD

homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

- In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under §5.609.
- In determining net family assets, Housing Departments or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

**Non-citizen.** A person who is neither a citizen nor national of the United States.

**Notice of Funding Availability (NOFA).** For budget authority that HUD distributes by competitive process, the Federal Register document that invites applications for funding. This document explains how to apply for assistance and the criteria for awarding the funding.

**Office of General Counsel (OGC).** The General Counsel of HUD.

**Owner.** Any person or entity with the legal right to lease or sublease a unit to a participant.

**Housing Department Plan.** The annual plan and the 5-year plan as adopted by the Housing Department and approved by HUD.

**Housing Department's quality control sample.** An annual sample of files or records drawn in an unbiased manner and reviewed by a Housing Department supervisor (or by another qualified person other than the person who performed the original work) to determine if the work documented in the files or records conforms to program requirements. For minimum sample size see CFR 985.3.

**Participant (participant family).** A family that has been admitted to the Housing Department program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the Housing Department for the family (first day of initial lease term).

**Payment standard.** The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family).



**Persons With Disabilities.** A person who has a disability as defined in 42 U.S.C. 423 or a developmental disability as defined in 42 U.S.C. 6001. Also includes a person who is determined, under HUD regulations, to have a physical or mental impairment that is expected to be of long-continued and indefinite duration, substantially impedes the ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions. For purposes of reasonable accommodation and program accessibility for persons with disabilities, means and "individual with handicaps" as defined in 24 CFR 8.3. Definition does not exclude persons who have AIDS or conditions arising from AIDS, but does not include a person whose disability is based solely on drug or alcohol dependence (for low-income housing eligibility purposes). See "Individual with handicaps"

**Portability.** Renting a dwelling unit with Section 8 housing choice voucher outside the jurisdiction of the initial Housing Department.

**Premises.** The building or complex in which the dwelling unit is located, including common areas and grounds.

**Private space.** In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

**Processing entity.** The person or entity that, under any of the programs covered, is responsible for making eligibility and related determinations and any income reexamination. In the Section 8 program, the "processing entity" is the "responsible entity."

**Project owner.** The person or entity that owns the housing project containing the assisted dwelling unit.

**Public Assistance.** Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by Federal, state, or local governments.

**Public Housing Agency (Housing Department).** Any State, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

**Reasonable rent.** A rent to owner that is not more than rent charged: (1) For comparable units in the private unassisted market; and (2) For comparable unassisted units in the premises.

**Receiving Housing Department.** In portability: A Housing Department that receives a family selected for participation in the tenant-based program of another Housing Department. The receiving Housing Department issues a voucher and provides program assistance to the family.

**Recertification.** Sometimes called reexamination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if there are no additional changes to be reported.

**Remaining Member of Tenant Family.** Person left in assisted housing who may or may not normally qualify for assistance on own circumstances (i.e., an elderly spouse dies, leaving widow age 47 who is not disabled).

**Rent to owner.** The total monthly rent payable to the owner under the lease for the unit (also known as contract rent). Rent to owner covers payment for any housing services, maintenance and utilities that the owner is required to provide and pay for.

**Residency Preference.** A Housing Department preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area ("residency preference area").

**Residency Preference Area.** The specified area where families must reside to qualify for a residency preference.

**Responsible entity.** For the public housing and the Section 8 tenant-based assistance, project-based certificate assistance, and moderate rehabilitation programs, the responsible entity means the Housing Department administering the program under an ACC with HUD. For all other Section 8 programs, the responsible entity means the Section 8 owner.

**Secretary.** The Secretary of Housing and Urban Development.

**Section 8.** Section 8 of the United States Housing Act of 1937.

**Section 8 covered programs.** All HUD programs which assist housing under Section 8 of the 1937 Act, including Section 8 assisted housing for which loans are made under section 202 of the Housing Act of 1959.

**Section 214** Section 214 of the Housing and Community Development Act of 1980, as amended  
**Section 214 covered programs** is the collective term for the HUD programs to which the restrictions imposed by Section 214 apply. These programs are set forth in §5.500.

**Security Deposit.** A dollar amount (maximum set according to the regulations) which can be used for unpaid rent or damages to the owner upon termination of the lease.

**Set-up charges.** In a manufactured home space rental: Charges payable by the family for assembling, skirting and anchoring the manufactured home.

**Shared housing.** A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. A special housing type: see §982.615 to §982.618.

**Single Person.** A person living alone or intending to live alone.

**Single room occupancy housing (SRO).** A unit that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities. A special housing type: see §982.602 to §982.605.

**Social Security Number (SSN).** The nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person's earnings reported to the Social Security Administration. The term does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary.

**Special admission.** Admission of an applicant that is not on the Housing Department waiting list or without considering the applicant's waiting list position.

**Special housing types.** See subpart M of part 982. Subpart M states the special regulatory requirements for: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).

**Specified Welfare Benefit Reduction.** Those reductions of welfare benefits (for a covered family) that may not result in a reduction of the family rental contribution. A reduction of welfare benefits because of fraud in connection with the welfare program, or because of welfare sanction due to noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

**Spouse.** The marriage partner of the head of household.

**Stalking.** To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.

**State Wage Information Collection Agency (SWICA).** The state agency, including any Indian tribal agency, receiving quarterly wage reports from employers in the state, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.

**Subsidy standards.** Standards established by a Housing Department to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

**Suspension.** Stopping the clock on the term of a family's voucher after the family submits a request for approval of the tenancy. If the Housing Department decides to allow extensions or suspensions of the voucher term, the Housing Department administrative plan must describe how the Housing Department determines whether to grant extensions or suspensions, and how the Housing Department determines the length of any extension or suspension. This practice is also called "tolling".

**Tenancy Addendum.** For the Housing Choice Voucher Program, the lease language required by HUD in the lease between the tenant and the owner.

**Tenant.** The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

**Tenant rent to owner.** See "Family rent to owner".

**Term of Lease.** The amount of time a tenant agrees in writing to live in a dwelling unit.

**Total Tenant Payment (TTP).** The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.

**Unit.** Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero (0) bedrooms to six (6) bedrooms.

**Utility allowance.** If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying